



THE ASSISTANT SECRETARY OF THE NAVY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
1000 NAVY PENTAGON
WASHINGTON DC 20350.1000

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Small Business Coordination Review Application

Effective immediately, contracting officers shall use the Small Business Coordination Review (SBCR) Application (App) to process the DD 2579 Form, Small Business Coordination Record. The SBCR App automates the DD 2579 process which will provide for a quicker response time for processing the DD 2579 without creating additional work. Additionally, the SBCR App allows for the sharing of unclassified information typically contained in the DD 2579.

Contracting Officers shall prepare the DD 2579 online and submit the form to the Small Business Professional via the website at <https://my.naysup.navy.mil/apps/ops/sbc/home>. The data contained in the DD 2579 is available to the DON contracting and small business community and the Small Business Administration's Procurement Center Representatives, via a submission queue search tool. The SBCR App also provides a means of exporting data fields from completed DD 2579 forms to spreadsheets or databases for purposes of tracking office workload or set-asides in process.

For security reasons, access will be limited pursuant to the standards of DoD Manual 5200.01, Vol. 4, Controlled Unclassified Information. Users are required to go through the Naval Supply Systems Command (NAVSUP) public key infrastructure (PKI) registration process via <https://registration.pki.navy.mil>, where unauthorized users can be identified and denied access. The DON Office of Small Business Programs (OSBP) and NAVSUP has established the attached Business Rules for the SBCR App and continuously review the list of personnel entering the SBCR App to ensure a closed-community of users.

Questions or comments regarding this memorandum should be directed to . Users may also submit comments and suggestions on the tool's homepage.

Sean J. Stackley

Attachment:
As stated

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NAVAL SUPPLY SYSTEMS COMMAND

BUSINESS RULES

**SMALL BUSINESS COORDINATION
REVIEW APPLICATION**

BUSINESS RULES

I. OBJECTIVE

To create an application via the web, known as "Small Business Coordination Review Application (SBCR App)," to capture and retrieve electronic documents related to the pre-solicitation review of procurement opportunities for socio-economic consideration.

II. ORGANIZATION

The SBCR App includes a Submit Request capability that opens an online version of the DD Form 2579 Small Business Coordination Record form to allow data input. The SBCR App has a Submission Queue that is organized by the Control Numbers that are automatically assigned at the time of submission, FAQs that contain instructions and user tips, and Help which has a list of Points of Contact across the Navy's systems commands.

III. CONTENT MANAGEMENT AND NATURE OF CONTENT

A. Content Management

Each contract specialist, contracting officer, small business professional and Small Business Administration Procurement Center Representative (SBA PCR), collectively referred to as "procurement personnel," is responsible for reviewing content before it is posted to the live website. Any procurement official may submit material for posting to the SBCR App. The content will be archived in accordance with Federal IT requirements per the National Archives and Records Administration (NARA), General Records Schedule 3 (Procurement, Supply, and Grant Records).

B. Nature of Content

One of the major purposes of the SBCR App is to capture and provide access to the collective Department of the Navy (DON) market research and small business recommendations. Because of the typical work of procurement personnel, the following materials are likely to be posted in the App:

- Proposed procurement information;
- Business sensitive information;
- Market research information;
- Justifications & Approvals (J&As) for sole-source procurements;
- Other information sensitive to the proposed procurement.

The following business rules address the types of information that could be considered for inclusion in the SBCR App.

1. **Classified Information.** Inclusion of classified material is strictly prohibited.
2. **Business Sensitive and Potential Source Information.** Procurement personnel provide recommendations, reviews and advice on sensitive issues such as acquisition planning and potential sources. As a general rule, business sensitive information may be included in the SBCR App. Judgment should be used as to when it is appropriate to post such information or whether sensitive information should be redacted.
3. **Market Research Information.** Use of the information in the SBCR App for market research is a benefit for procurement personnel because it can serve to help identify small business opportunities.
4. **Justification & Approvals for sole-source procurements.** Sole-source procurements must have an approved J&A attached.
5. **Information that is of a sensitive nature.** Although access to the SBCR App is limited to procurement personnel, some matters are of such a nature that should remain "close hold." Judgment should be exercised before including such sensitive information on the site.

IV. SECURITY

Only Federal employees acting as procurement personnel may use the SBCR App. The DON OSBP and Naval Supply System Command (NAVSUP) Business System Center have access controls imposed at two levels — authentication and authorization. For DON use, authentication requires common access card (CAC) information that has been public key infrastructure (PKI) registered. Authorization allowing access to SBCR App is gained after registering the CAC at NAVSUP's PKI registration site, and proceeding to the SBCR App. On attempted entry, the user requesting access receives further information on how to complete the access request. Within the SBCR App, a "blocked" user profile is created on first entry. Once the procurement professional is validated, access is "unblocked."